



## Welcome to the Totally Teens After-School Program for the 2011-2012 school year.

We are looking forward to an action-packed year. Listed below are a few things you will need to know for the first day of Totally Teens:

### Transportation

*From Robert Frost Middle School:*

A City of Rockville white van (#249) will pick-up Totally Teen participants from Robert Frost and transport them to Thomas Farm Community Center. The school front office staff will also be aware of the pick-up procedures.

*From Julius West Middle School:*

MCPS currently has a bus stop location at Thomas Farm Community Center, 700 Fallsgrrove Drive for JWMS students, and it is **bus route #5120**. Please be aware that the bus number may change, so it will be necessary to contact JWMS (301-279-3979) to confirm the bus route number prior to the first day of attending Totally Teens.

### Attendance

Everyday attendance is not required. However, we ask parents to notify us, in advance, if your teen will be absent from the program by calling 240-314-8840 or by providing a written note or email. All participants, upon arriving at the community center must go directly into the game room and check-in on the daily roster. Under NO circumstances can participants leave the building between the hours of 3 p.m. and 6:30 p.m. unless accompanied by a staff member, parent or an individual authorized by a parent. Participants who have permission to walk home unescorted may not return to the center *before* 6:30 p.m. without an adult, after signing out for the day.

### Pick-up

Parents are to pick-up participants no later than 6:30 p.m. There is a late fee per child of \$10 for each 15 minutes (or portion of 15 minutes) a child is picked up after 6:30 p.m. Teens who have a TFCC center membership may remain in the building unsupervised until 7 p.m., as stated in the center policies. Teens will not be the responsibility of the program after 6:30 p.m. and center members must adhere to all center rules and policies. Failure to do so may result in suspension from center. Teens 15 years and younger are not allowed in the center without an adult after 7 p.m., Monday - Friday.

### Snacks

In order to keep Totally Teens affordable, a snack will not be provided to the teens. However, the center has a refrigerator and microwave available to store and heat up food so feel free to bring your own snacks. Vending machines are also available. Please label all snacks with your child's name. Refrigerated food cannot be stored over the weekend and must go home with participants on Friday.

### Snack/Program Fee

Parents have the option of paying a monthly fee so a light snack can be provided to your child on a daily basis. Snacks consist of chips, pretzels, fruit cups, popcorn, juice, etc. Information on how to sign up is enclosed.